

UNIVERSITY OF MANAGEMENT & TECHNOLOGY

OFFICE OF CAMPUS MANAGEMENT & SERVICES

(TRANSPORT SECTION)

STANDARD OPERATING PROCEDURES

FOR POST “COVID-19” LOCKDOWN

1. **VISION STATEMENT:**

To provide state-of-the-art and economical transport services which are safe, reliable, efficient and environment friendly.

2. **MISSION STATEMENT:**

To provide innovative and sustainable transportation solutions that facilitate the education, research and cultural service mission of the University.

3. **SCOPE:**

Transport section provides safe, economical and appropriate ground transportation for students, staff and faculty members. Transport section is also charged with the responsibility of managing the University transport services post COVID-19 lockdown safely, professionally and cost effectively by developing a fleet management system that effectively serves the University by providing and maintaining an optimum number of motor vehicles and related equipment in excellent working condition.

4. **GUIDELINES / PREVENTIVE MEASURES:**

In order to provide essential mobility services post “COVID-19” lockdown, the following guidelines must be observed / adopted in letter and spirit:

4.1: The commuters must wear a proper face mask and should have a distance of at least four to six feet when boarding.

4.2: One passenger for every two seats, while buses will have to be disinfected after each trip.

4.3: Hand sanitizer should be made available in the buses;

4.4: The commuters will board the bus from the front entrance and exit from the back if there is a provision of two doors in the bus;

4.5 The commuters are required to maintain desirable social distancing among themselves inside the buses and when entering and leaving the bus;

4.6: The commuters with a fever, constant coughing will not be allowed to board the bus.

4.7: Provision for marking of seats and standing locations for commuters to maintain requisite social distancing;

4.8: All drivers and other onboard staff including commuters should have their temperatures checked before boarding the bus;

4.9: The role of Bus Helper should be of a “crowd manager” inside the bus and at halt locations;

4.10: The provision of hand sanitizer should be made available with the Bus Helper at the entrance door of the bus and face masks must have been mandatory for every commuter including bus driver and bus helper;

4.11: The commuters getting on board and dismounting buses must observe social distancing to avoid meeting/touching each other;

4.12: The Buses should stop at a minimum distance of 5 meters from each other at marked locations to avoid crowding of commuters;

4.13: The safety of onboard crew i.e. buses driver and helper as well as commuters should have been at priority. The bus drivers and helpers will have to get their temperature checked before every journey and wearing of proper face mask and gloves is mandatory for them;

4.14: All the fleet buses must be thoroughly cleansed and disinfected after every trip and the bus terminal will have to be sprayed with chlorine frequently.

4.15: The guidelines also urged the use of proper face masks and sanitizers and if possible, gloves will also have to be worn by the commuter’s alike transport staff;

5. **CONCLUSION:**

The measures listed above in the document should be implemented after assessing the aftereffects of “COVID-19”. These measures are suggestive and should be used in combination with various instructions issued by Government from time to time. This SOP may be amended from time to time at the discretion of the management of the University.
